User Guide for the

CPS Test System

2007-2008

U.S. Department of Education

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Preface

About This Guide

This user guide describes the Department of Education's Central Processing System (CPS) Test System and the testing process. It provides testing instructions for the mainframe test environment, as well as instructions for using the Web Demonstration (Demo) site, fafsademo.test.ed.gov.

This guide is for staff members of schools and software development companies that create systems to exchange application and correction data with the CPS. State agencies refer to this guide when testing their systems' ability to receive Institutional Student Information Records (ISIRs).

Other users are financial aid administrators (FAAs) and others in the financial aid community who are interested in using the Web Demo site for training purposes. Users of the Web Demo site can complete and submit sample FAFSA on the Web and Renewal FAFSA on the Web applications in English or Spanish, as well as make corrections using Corrections on the Web. In addition, financial aid administrators can use the Web Demo site to train their staff on FAA Access to CPS Online.

If you have questions, see "Getting Help" on page 14 of this guide for ways to obtain technical support.

Holiday Closings for the 2007-2008 Processing Cycle

The CPS Test System is not available on the holidays listed in the table below. A network message will be sent to notify you when they are scheduled.

Holiday	2006	2007
New Year's Day		Monday, January 1
Day after New Year's	Monday, January 2	
Martin Luther King Day	Monday, January 16	Monday, January 15
Memorial Day	Monday, May 29	Monday, May 28
Day before Independence Day	Monday, July 3	
Independence Day	Tuesday, July 4	Wednesday, July 4
Labor Day	Monday, September 4	Monday, September 3
Thanksgiving Day	Thursday, November 23	Thursday, November 22
Day after Thanksgiving	Friday, November 24	Friday, November 23
Day before Christmas		Monday, December 24
Christmas Day	Monday, December 25	Tuesday, December 25

CPS Test System

Overview

What can be tested on the CPS Test System?

The CPS Test System includes two testing environments: a mainframe test environment and a Web Demo site (fafsademo.test.ed.gov).

Mainframe Test System

The mainframe portion of the CPS Test System is designed to test application and correction data processing between your system and the CPS outside the production environment.

You can use CPS test files of application records and matching ISIRs, or you can create and submit your own application records.

To submit *only* test correction records you have created, you must call CPS/SAIG Technical Support to request record IDs that will process successfully in the CPS Test System. At the end of each processing day, the test database tables are cleared and the original data needed for correction processing are restored.

Issues Log

We will post a Microsoft Excel spreadsheet listing issues or changes made to the Mainframe Test System. This issues log is available on the CPS Test System page on the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site. Each entry in the log includes the date the item was identified, resolved, or resulted in a change. The log is updated weekly throughout the cycle. It includes the status of resolved and unresolved issues so that you can easily determine if and when previously identified issues were resolved. It also indicates whether the specifications or test cases have been updated for 2007-2008.

The Issues Log is available in Adobe PDF format on the FSAdownload Web site located at fsadownload.ed.gov.

Web Demo Site

This portion of the CPS Test System contains demonstration versions of both the FAFSA on the Web and FAA Access to CPS Online Web sites, allowing users to complete and submit sample FAFSA on the Web applications in a test environment.

See page 12 of this user guide for a complete description of the Web Demo site.

The FAFSA on the Web Demo site can be used to demonstrate electronic applications to parents and students or as an aid in training financial aid administrators to help students complete electronic applications. Financial aid administrators can also use the Web Demo site to become familiar with FAA Access to CPS Online and train their staff to use the system.

CPS Test System Availability

Mainframe Test System

The most recent cycle of the CPS Test System is available for a 12-month period. Effective the week of November 20, 2006, the 2007-2008 mainframe test system will replace the 2006-2007 system.

Note: If changes to the CPS occur between the date the 2007-2008 test system becomes available and January 2, 2007 (the date the CPS system begins processing 2007-2008 data), the changes will be incorporated into the test system as they are identified and resolved. They will be noted on the Issues Log posted on the FSAdownload Web site.

Web Demo Site

The 2007-2008 Web Demo site will be available on December 3, 2006. Federal Student Aid will post an announcement on FSATECH, the Information for Financial Aid Professionals (IFAP) Web site at ifap.ed.gov, and the Student Aid Internet Gateway (SAIG) when the site is updated for 2007-2008.

Getting Started

Steps for Getting Started

1. Obtain a Destination Point Number

To use the CPS Test System, you must be able to transmit data over the Student Aid Internet Gateway (SAIG). To do this, you must be enrolled for a destination point number. If you need a destination point number, enroll online at the SAIG enrollment Web site:

fsawebenroll.ed.gov

CPS/SAIG Technical Support will mail you a destination point number, also referred to as a TG number (because it starts with the letters *TG*). It identifies your school as a destination point and enables you to exchange data with the CPS. Your TG number consists of seven characters, the letters TG followed by a five-digit numeric or alpha-numeric ID. For information on becoming a destination point, contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

2. Download the Electronic Data Exchange Technical Reference

The *2007-2008 Electronic Data Exchange (EDE) Technical Reference* contains the electronic application and correction record layouts you will need to create data records and develop your system as specified by the CPS. It also contains the ISIR record layout and other information needed to format your data correctly.

The *EDE Technical Reference* is available in Adobe PDF format on the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

To download this document:

1. Go to the FSAdownload Web site.

2. Click *Technical References and Guides*.

3. Click *Electronic Data Exchange Technical Reference, 2007-2008*.

4. Right-click **PDF Format** next to "Record Layouts."

5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.

6. Open the saved file in the Adobe Acrobat Reader to view and print the document.

The CPS Test Process

Steps for the CPS Test Process

1. Create or Request Data

To use the CPS Test System, you must create test application records or request Social Security Number (SSN) IDs to create your correction records. All application data transmitted to the CPS test system must be formatted according to the appropriate record layout in the *2007-2008 EDE Technical Reference*.

The *2007-2008 EDE Technical Reference* is available for download in Adobe PDF format at the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site. See "Getting Started" on page 3 in this user guide for instructions.

Application Data for Testing

You can create test application records in three ways:

Download and Use the CPS Test Application and ISIR Files

You can download a file of test application data from the FSAdownload Web site, along with its corresponding test ISIR file. The test file contains approximately 3,000 records. The Web site is located at fsadownload.ed.gov.

In the test application data file, use the method described later in "SSNs for Application Test Records" to change only the SSNs on the records. The data on the ISIRs you receive should match the test ISIR file you downloaded from the FSAdownload Web site.

To download the test application data file:

1. Go to the FSAdownload Web site.

2. Click *Technical References and Guides*.

3. Click **CPS Test System, 2007-2008**.

4. Click **Text Format** next to "Electronic Application Test Data."

5. Select **File, Save As** from your browser's menu bar and choose a location for the file.

6. Click **Save**.

7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

Download and Use the CPS Test Application File as a Template

You can download the file of test application data from the FSAdownload Web site and use it as a template to create your own application data.

Be sure to change the SSNs using the method described on page 7 in "SSNs for Application Test Records"

Remember, if you change any of the data in the test records other than the SSN, the resulting ISIRs will not match the CPS test ISIR file. You will need to check your results manually.

To download the test application data file, follow the instructions on page 5 in the "Download and Use the CPS Test Application and ISIR Files" section.

Create Your Own Application Data

If you prefer, you can create your own unique application data according to the record layout specifications in the *2007-2008 EDE Technical Reference*. If you choose this method, you must manually check the ISIRs you receive.

To download the record layout specifications:

1. Go to the FSAdownload Web site.

2. Click *Technical References and Guides*.

3. Click *Electronic Data Exchange Technical Reference, 2007-2008*.

4. Right-click **PDF Format** next to "Record Layouts."

5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.

6. Open the saved file in the Adobe Acrobat Reader to view and print the document.

SSNs for Application Test Records

Each test record must contain a dummy Social Security Number (SSN). The first five characters of this dummy SSN must be your destination point, or TG, number. This ensures the test data you are submitting is unique to your destination point.

We recommend using the remaining four characters to number the records in sequence. For example, if your TG number is 79999, the SSNs of your first five application records could be:

79999**0001**
79999**0002**
79999**0003**
79999**0004**
79999**0005**

You can create and transmit as many application test records as you want.

If you plan to submit multiple files of electronic applications on the same day, use unique dummy SSNs for the students in all the files you submit on that day. Test records are cleared from the database each evening, so you can use the same set of dummy SSNs again the next day. The CPS runs the process once a day, excluding holidays and weekends.

School Codes for Application Test Records

A federal school code must be provided in the first school code position of each record. You can include a school code in positions 2 through 6 if you choose.

For each record sent and processed, you will receive one ISIR back in one of the following message classes:

TDAP08OP – Daily Application ISIRs initiated from your destination point

TGCO08OP – Daily Correction ISIRs initiated from your destination point

For message class names, see "Import Data to Your System" on page 8.

Correction Data for Testing

For correction records, you must contact CPS/SAIG Technical Support to obtain the SSNs for a series of test correction records that are already in the CPS test database. You can request up to 25 correction SSNs.

You can contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

If you are submitting multiple corrections for your assigned correction IDs in a single day (whether in different batches or in the same batch), you must use the same Federal School Code in the correction for that SSN. The Federal School Code is located in field 50 (positions 549 to 554) of the electronic correction record layout in the *2007-2008 EDE Technical Reference*.

2. Export Data from Your System

When your test data is formatted according to the specifications in the "Record Layouts" section of the *2007-2008 EDE Technical Reference*, transmit the data through the SAIG using these message classes:

Applications	**TAPS08IN**
Corrections	**TCOR08IN**

The CPS processes the records it receives once a day, usually in the morning.

3. Import Data to Your System

After the CPS processes your test application files, it returns the data to your SAIG mailbox. The data is identified with these message classes:

Application ISIRs	**TDAP08OP**
Correction ISIRs	**TGCO08OP**

If your input files contain data outside of the CPS processing specifications, the CPS will not process your files. Instead, associated error files are placed in your SAIG mailbox for you to retrieve. The data is identified with these message classes:

Application errors	**TAPE08OP**
Correction errors	**TCOE08OP**

Section 4 of the *2007-2008 EDE Technical Reference*, "Processing Codes," can help you resolve the errors you receive in these files.

4. Review Test Results

Each school uses different systems and has different reasons for testing. You can conduct testing at your convenience, and the results are for your use only. Testing is optional; ED does not require it. The CPS Test System is a tool for you to use to ensure that your processing system interfaces properly with the CPS.

If you used:

- **The CPS test input file and changed only the SSNs**, you can check your results with the CPS test ISIR file. Both the test input file and the test ISIR file are available at the FSAdownload Web site.

- **The CPS test input file and changed the SSNs and other data** in the file, you must check the resulting ISIRs manually.

- **Data you created** using the *2007-2008 EDE Technical Reference* record layouts, you must check the resulting ISIRs manually.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's Privacy Act data.

State Agency Testing

Steps for State Agency Testing

1. Download Test ISIRs

State agencies can test their systems by downloading a file of test ISIRs from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

To download the file of test ISIRs:

1. Go to the FSAdownload Web site.
2. Click *Technical References and Guides*.
3. Click **CPS Test System, 2007-2008**.
4. Click **Text Format** next to "Electronic Application Test Data."
5. Select **File, Save As** from your browser's menu bar and choose a location for the file.
6. Click **Save**.
7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

2. Conduct Tests as Needed

After downloading the test ISIR file of approximately 3,000 records, you can use the test data as you choose. Since testing is not required, you can conduct the testing at your convenience.

Import the data into your system and review it to ensure the data is displayed correctly and used appropriately by your system.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's Privacy Act data.

See "Getting Help" at the beginning of this guide for technical support information.

Web Demo Site

What is the Web Demo Site?

This Web site (fafsademo.test.ed.gov) offers demonstration versions of the FAFSA on the Web and FAA Access to CPS Online Web sites. It offers most of the features of the production versions of the sites, except that no data is processed. On the Web Demo site, you can perform the functions listed below.

FAFSA on the Web:

- Complete and submit a sample FAFSA or Renewal FAFSA in English or Spanish
- Make corrections
- Check application status
- Sign applications electronically
- Search for Federal School Codes
- View and print SAR information

FAA Access to CPS Online:

- View and print processed student data
- Apply signatures to records in a signature hold status
- Compare ISIRs
- Enter applications and make corrections
- Use the Verification Tool
- Request ISIRs
- Calculate and manage the return of Title IV funds

The site provides a tool for financial aid administrators to demonstrate FAFSA on the Web to students and parents. Financial aid office staff can also use the site to learn about FAA Access to CPS Online, as well as FAFSA on the Web.

Preloaded test data is available for demonstrating Renewal FAFSA on the Web and Corrections on the Web, and test student IDs and PINs are available for renewal applications and corrections.

FAA IDs and PINs are available for logging in to the FAA Access portion of the Web Demo site.

All entered data is cleared from the database each evening. The site is unavailable on Sundays from 6 a.m. to 12 p.m. CT due to regularly scheduled maintenance.

System Requirements

The system requirements for the Web Demo site are the same as for the FAFSA on the Web and FAA Access to CPS Online production sites. For specific information, select the **Browser Requirements** button in the "Before Beginning a FAFSA" section on the FAFSA on the Web Demo site.

Accessing the Web Demo Site

The Web Demo site is password-protected. When you enter the site, a login box appears.

For the User Name (case-sensitive), type: **eddemo**

For the Password (case-sensitive), type: **fafsatest**

Click **OK**. The Welcome page appears. You can find test IDs and PINs on this page.

Getting Help

Sources of Assistance

Federal Student Aid Information Center (FSAIC)

You can get help with the FAFSA on the Web Demo site by contacting the FSAIC at:

800-4-FED-AID (800-433-3243)

TDD/TTY: 800/730-8913

Hours of operation are 7 a.m. to 11 p.m. CT, Monday through Friday, and 8 a.m. to 5 p.m. CT, Saturday (excluding federal holidays)

You can also contact Customer Service by e-mail at this address:

fafsaweb@pearson.com

CPS/SAIG Technical Support

You can get help with the FAA Access to CPS Online Demo site by contacting CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

Hours of operation are 7 a.m. to 7 p.m. CT, Monday through Friday.

You can also contact CPS/SAIG Technical Support by e-mail at this address:

CPSSAIG@ed.gov

FSATECH

This listserv provides a forum for users to ask questions and exchange ideas about the EDE process and financial aid processing.

For information on how to subscribe for access to the listserv, along with information on how to post and receive messages, go to FSATECH on the Schools Portal Web site at:

ed.gov/offices/OSFAP/services/fsatechsubscribe.html

Glossary

Correction

A correction is a record that contains the changes you have made to an ISIR.

CPS

The Central Processing System (CPS) is ED's application data processing facility. Using student data from the FAFSA, the CPS calculates the student's EFC and sends the eligibility information to the student, as well as the schools and state agencies to which the student is releasing the data.

Destination Point

Destination points are postsecondary schools, third-party servicers, guaranty agencies, lenders, software providers, and state scholarship agencies that are authorized to exchange Title IV data with ED across the Student Aid Internet Gateway (SAIG). A destination point can represent multiple schools.

ED

ED is the acronym for the U.S. Department of Education.

EDE

ED supports the electronic transfer of Title IV financial aid data through a process called Electronic Data Exchange or EDE. As a user of EDE, you can send data to or retrieve data from ED and its systems electronically.

EFC

The Expected Family Contribution (EFC) is the amount that the student's family is expected to contribute toward the cost of attendance (COA). This amount is based on the family's income and other factors. The EFC, together with the student's COA, helps determine the student's need for financial aid.

Export

In terms of CPS processing, to export data means to transmit properly formatted data from your computer system to the CPS for processing.

FAFSA

FAFSA is the acronym for the Free Application for Federal Student Aid, the application used by students and parents to apply for federal student aid.

Federal School Code

The Federal School Code is the six-digit code used by the CPS to identify a school. A Federal School Code must be entered on the FAFSA for each school selected by a student.

Import

In terms of CPS processing, to import data means to retrieve processed data from the CPS and add it to your computer system.

ISIR

The Institutional Student Information Record (ISIR) is a federal output record that contains the student's EFC and all the information provided by the student on the FAFSA. Schools receive the ISIR electronically. For more information, see *The ISIR Guide* and the *Counselor's Handbook*. In November 2006, *The ISIR Guide*, containing 2007-2008 ISIR information, will be posted to the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov, as well as to ifap.ed.gov.

Message Class

This is the filename of a group of records that identifies the type of records in the batch.

SAIG

The Student Aid Internet Gateway (SAIG) links thousands of network nodes, or destination points, across the United States, its territories, and certain ED-designated foreign countries to ED's Title IV student financial aid programs and delivery systems. Destination points communicate with the SAIG using a PC or mainframe computer to exchange data. Destination points are postsecondary schools, third-party servicers, guaranty agencies, lenders, software providers, and state scholarship agencies.

TG Number

A TG number is the number that is assigned to you upon receipt of your SAIG Enrollment Form. It identifies you as a destination point and allows you to exchange data with the CPS. Your TG number consists of seven characters, the letters TG followed by a five-digit numeric or alpha-numeric ID.